



MEMORANDUM

From: Coronavirus Taskforce
To: All Employees
Date: August 4, 2021
Re: **INDOOR AND OUTDOOR MASK POLICY**

As most of you know, Covid-19 continues to be infecting people, and hundreds of American are still dying every day as a result. **Here at Cardi, we are pleased to report a very high level of vaccination, and no breakthrough cases to date. Unfortunately, unvaccinated Cardi employees continue to get sick from Covid-19,** and the “delta variant” has been shown to pose an increased risk to all of us, young and old. We are therefore issuing this policy update and reminder, to ensure that all of us, and our family and friends, can stay safe.

Please note these rules apply to all employees and facilities of Cardi and our affiliates:

1. **Indoor Masks at Work.** If you have been fully vaccinated for at least 2 weeks, and if you provide us with a copy of your vaccination card, you will no longer be required to wear a face mask. **If you are not yet fully vaccinated for at least two weeks, or if we have not received proof of your vaccination status, masks remain mandatory.** Vaccination cards will be kept strictly confidential.
2. **Outdoor Masks at Work.** If you have been fully vaccinated for at least 2 weeks, and if you provide us with a copy of your vaccination card, you will no longer be required to wear a face mask outside. **If you are not fully vaccinated, or if we have not received proof of your vaccination status, masks remain mandatory if you cannot socially distance.**
3. **Meetings with Non-Cardi Personnel.** If non-Cardi personnel provide proof of vaccination, they will not need a mask during an in-person meeting. If they cannot do so, they are required to wear a mask. **A person’s word that they are vaccinated is not sufficient.**
4. **Masks While Not at Work.** The Delta Variant is causing many businesses, such as stores and restaurants, to rapidly change their mask wearing policies. Following these changing guidelines remains essential to avoiding Covid infection and transmission, even if you are vaccinated. Please **don’t let your guard down** under these circumstances.
5. **Vaccinations.** As noted above, a very high percentage of Cardi employees are fully vaccinated. For those of you who have not yet gotten the shot, or have not yet shown us your vaccination card, we urge you to do so as soon as possible. Please contact HR with any questions, or go to <https://covid.ri.gov/vaccination> for vaccination locations.

As always, **SAFETY FIRST!** And now, the best way for all of us to remain safe is **Vaccination: Your Best Shot!**